

Job Advert Administrator

The logo for China Plate, featuring the words "china" and "plate" in a light blue, lowercase, sans-serif font, stacked vertically inside a dark blue circle.

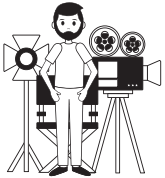
China Plate is...:



An Arts Charity



Producing studio



We help people to make their creative projects happen



Would you like to work for us as a ?
Administrator



The **Administrator** will help us to make sure things run smoothly.
They will look after our office and office systems.



The **Administrator** will help our Executive Director with every day money and administration tasks.



The **Administrator** will help us to show our staff and the people we work with that we are **caring**.



The **Administrator** will help us to show our staff and the people we work with that we **include everyone**.



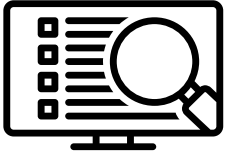
The **Administrator** will help us to **look after the environment**.

Job Advert Administrator

china
plate



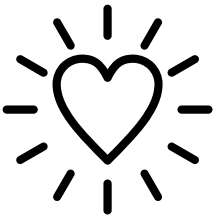
You are the person for this job if you have these skills...



You have good attention to detail.



You enjoy organising things.



You have a passion for working with a charity.



You have a passion for working with the arts and production..

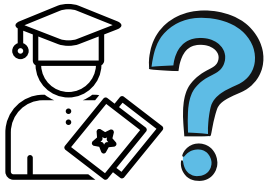


You are interested in how companies work. ..



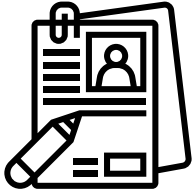
This job is a good step to other jobs such as Finance, HR or Business Management.

Job Advert Administrator



Don't worry if this is your first job. We can train you.

Some qualifications you might have will include Administration, Finance or Business Management ...



Before you apply, please read our **recruitment pack**.
This will give you more information on the skills you need for this job



You can download it at www.chinaplatetheatre.com



Let us know if you need the pack in a different way.
Email our Executive Director at
chloe@chinaplatetheatre.com



The **deadline for applications is**
2pm
Friday 23rd September



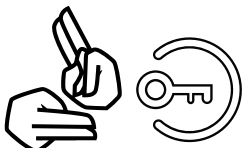
Anyone can apply. We really want to hear from people of colour and anyone who is d/Deaf or disabled.

We are a disability positive employer.
We will definitely give you an interview if:

- You have the right skills for the job
- AND**
- You have a disability

Please let us know when you apply

We will ask you what you need to make sure you can access the interview.



You can talk about this or ask any questions to
chloe@chinaplatetheatre.com.

